

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1213269
Vendor Name: Board of Trustees of Souther Illinois U
Invoice Number: 23W1100101
Invoice Date: 3/2/2023
PO Number: P0006055
Check Number: 0311726
Check Amount: \$ 375.00
Check Date: 05/09/2023
Voucher Number: V0782290
Document Type: AP Invoice

Document Below



Conference and Scheduling Services
Student Center - Mail Code 6705
Southern Illinois University
1255 Lincoln Drive
Carbondale, IL 62901
Phone: 618/536-7751
Fax: 618/453-5680

INVOICE

Date: March 2, 2023

23W1100101

College of DuPage
Illinois Small Business Development Center
535 Duane St., Office 233
GlenEllyn, IL 60137

Qty	Description	Unit Price	Line Total
1	2023 IESBGA Membership Renewal - SBDC January 1, 2023 - December 31, 2023	\$125.00	\$125.00
1	2023 IESBGA Membership Renewal - SBDC ITC January 1, 2023 - December 31, 2023	\$125.00	\$125.00
1	2023 IESBGA Membership Renewal - PTAC January 1, 2023 - December 31, 2023	\$125.00	\$125.00
	PO# P0006055		
Total			\$375.00

Make all checks payable to SIUC

FEIN Number: 37-6005961

Jackie Welch, Association Manager- Conference Services
Student Center - Mail Code 6705 • Southern Illinois University • 1255 Lincoln Drive • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

"Welch, Jackie R" <jackiew@siu.edu>

[External] FW: College of DuPage PO # P0006055

"Welch, Jackie R" <jackiew@siu.edu>

Thu, Mar 2, 2023 at 02:50 PM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Attached is the invoice

From: Frick, Eric <fricke@cod.edu>
Sent: Tuesday, February 28, 2023 12:36 PM
To: Student Center IESBGA <iesbga@siu.edu>
Cc: Schlosser, Maryellen <schlosserm473@cod.edu>
Subject: College of DuPage PO # P0006055

[EXTERNAL EMAIL ALERT]: Verify sender before opening links or attachments.

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- **One invoice per e-mail is required**
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

1 attachment

College of DuPage IESBGA Membership Dues Invoice.pdf